



# Bright Stars Preschool

**Parent Handbook  
2016-2017**

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## **Welcome to Bright Stars Preschool!**

Thank you for choosing Bright Stars Preschool. We look forward to getting to know your child and celebrating their successes with you.

Before we commence our exciting year there are a number of administrative matters that must be addressed. The following handout is designed to familiarize you with our schools policies and procedures.

### **Our Staff**

Miss. Kaili Parkinson (Director)

Miss. Ann Meloche (Teacher Monday/Wednesday – all day, Tu/Th PM)

Miss. Sheri Kiist (Teacher Monday – Thursday)

Miss. Malinda (Teacher Tuesday/Thursday - AM)

### **Tuition and Class Times**

Tuition is based on the entire September to June school year and for your convenience, has been divided into ten equal monthly payments. All classes have a \$50.00 non-refundable registration fee. We require that you provide us with post-dated cheques payable the first day of each month. Please note all NSF cheques will incur a \$20 charge.

### **Classes:**

Monday and Wednesday (3 year olds) 8:45 -11:15 am (\$210 / month)

Tuesday and Thursday (3 and 4 year olds) 12:00 pm – 2:30 pm (\$210 / month)

Monday and Wednesday (4 year olds) 12:00 pm – 2:30 pm (\$210 / month)

Tuesday and Thursday (4 year olds) 8:45 am – 11:15 am (\$210 / month)

Please note: we do offer Child Care Subsidy. For more information please go to:  
[www.child.alberta.ca/childcare](http://www.child.alberta.ca/childcare) or call (403) 297-6100.

### **School Information**

All inquiries regarding your child should be directed to Kaili Parkinson at (403) 465-0311 or [kailiparkinson@gmail.com](mailto:kailiparkinson@gmail.com). Please note between the hours of 8:30 am and 3:30 pm email will **NOT** be checked. We want to give your children our undivided attention. If you have an emergency or need to speak with a teacher during school hours please phone the school at (403) 465-0311. If we are unable to answer the phone we will be checking voice mail throughout the day and will return urgent phone calls as quickly as possible, other messages will be returned after school hours. Thank you for your understanding in this matter.

### **Drop Off**

Your child must be brought directly to the teacher and picked up from them daily. Our doors will open 5 minutes before the class commences and 5 minutes before classes dismiss. If you are early we ask that you wait at the top of the outside stairs until the door is opened, at that point please escort your child down to the classroom. We have a wonderful facility but our outside stairs are steep and we don't want children attempting these on their own. Please note for the safety of the children, we will not dismiss children from the playground.

### **Timely Pickup of Students**

Parent(s) / guardian(s) are expected to pick up their child within 5 minutes of the official closing time of class. If you are running late please call (403)465-0311 to notify us. Consistent tardiness in picking up your child may be subject to additional charges.

### **Birthdays**

At times, parents take the opportunity to distribute their child's birthday party invitations at school. We ask that birthday invitations be discretely distributed outside of the classroom. Please refrain from asking teachers to do this. If you would like to bring a snack to celebrate your child's birthday please sign up for being the snack volunteer for that day. Please remember we are a **NUT FREE** school.

### **Parent Role / Volunteers**

The parent's role at Bright Stars Preschool is to be involved in their child's learning by reading weekly updates on what is happening in our school (i.e. thematic units, special events, songs learned, books read etc.). Parents will also receive an emailed monthly calendar at the start of each month.

Parents will be asked to sign up for daily snacks and to volunteer in the classroom. When you volunteer in the classroom you may be asked to help with prep work or to work with a small group of children within the classroom. Parents are expected to attend a mid-year parent - teacher meeting to discuss their child's accomplishments.

At the start of the year, we will ask for a variety of parent volunteers to help with items such as craft prep., Scholastic Book Club orders, library selection etc... If you are interested in helping in any of these areas please speak to your child's teacher.

### **Discipline Policy**

Our first choice of behavior correction is based on a proactive approach. When a child is having a challenging moment / day a teacher will guide them away from the situation and help them come up with an age-appropriate response. Hopefully diffusing any potential upset. However, when an inappropriate behavior occurs, the staff will handle it in a calm and matter-of-fact way. Children will be held responsible for their actions but will work with a staff member to correct these and move on. Discipline will be consistent, fair and reasonable to the circumstance. At the start of the year, the teachers will brainstorm with the children some class expectations and consequences which are reasonable and age appropriate to the given circumstance. These will be taught and referred to on a daily basis.

Parents will be notified if their child needs intervention and if the problem persists, the school reserves the right to cancel the child's enrollment.

Physical punishment, verbal or physical degradation or emotional deprivation will not be allowed. The intervention taken will not deny or threaten to deny any basic necessities and no form of physical restraint, confinement or isolation will be allowed.

### **Professional Development Days**

Our school does not have Professional Development Days. When a staff member goes to a conference a substitute teacher will assist with the class.

### **Cleaning Days**

Our school is cleaned on a daily basis. However, 3 days a year we will shut our doors for a thorough cleaning. These days are noted on our year calendar which is posted on our website.

### **Personal Information**

Please inform us immediately of any changes in your address, telephone numbers or other registration information.

We will also be supplying class lists, which will include the child's and parent's names as well as home phone number and email. If you wish not to have your family's information shared please notify us in writing by the end of September.

### **Dress and Identification of Possessions**

Please ensure **ALL** possessions (clothing, shoes, water bottle etc.) are labeled clearly with your child's name. We require that children attend in clean, appropriate clothing suitable for a full range of activities. Please ensure your child wears comfortable **NON** marking indoor shoes for the classroom. We also ask that if you child wears a baseball hat to school that it be removed and left on their hook.

### **Required Supplies**

At the start of the year your child will be provided with a school bag. Please have your child bring a change of clothes, a water bottle and indoor shoes in this bag each day.

### **Withdrawals**

Written notice on or before the 1st of the month prior to the month leaving is required. For example if you are leaving April 8th, notice must be provided by March 1st. Failure to provide sufficient notice will result in a charge for that month. Please note that there are no withdrawals for the months of May and June. If you child will not be joining us these months then please give us written notice on March 1st that they will be completing their year with us at the start of April.

### **School Photos**

Pictures are taken during the school year of the children participating in activities. Some of these are used for bulletin board displays and our website. If you would prefer your child not to be photographed please advise us in writing by the end of September.

## **Allergies**

Please inform us in writing of any allergies your child may have. If it is severe, we need a letter from his/her doctor informing us of symptoms and the appropriate treatment.

## **Medication**

Please inform us in writing of any medication your child is on at home. Note: we will ONLY administer medication in emergency situations i.e.: inhalers or epipens. All non-life threatening medications must be administered outside of school hours.

## **Sick Policy**

If your child is exhibiting signs of sickness that include vomiting, diarrhea or other readily transmitted illnesses, they must stay at home. If your child has a temperature above normal limits as follows, we cannot allow your child to remain at school until that temperature returns to normal for a period of 24 hours.

Á Normal Temperature Limits are:

Auricular: 94.5 – 99.1 F 34.7 – 37.3 C

Oral: 95.9 – 99.5 F 35.5 – 37.5 C

Rectal: 97.9 – 100.4 F 36.6 – 38.0 C

Thermo Scan: 96.4 – 100.4 F 35.8 – 38.0 C

We have an auricular thermometer that we will use to check your child's temperature.

If your child has seen a doctor and are on any antibiotic medication, they are free to return to school once they have completed 24 hours of the medication. If they have a slight cold with **ONLY** clear nasal drainage, they may still come to school. We exercise frequent hand washing throughout the day and do our best to avoid the spread of germs.

If a serious illness occurs parents will be contacted immediately to remove their child. The illness will be recorded by the teacher, that day and the form will then be signed by the teacher, director and parent; a copy will be given to the parent, the original will be filed with the child's registration form and the licensing staff will be notified within 2 working days. We ask if your child becomes seriously ill at home or is in contact with a serious illness we ask that you inform the school as soon as possible, so other parents can be notified.

## **Accidents**

In the case of an accident of a child attending Bright Stars Preschool, the teacher or teacher assistant will determine how serious the situation is and take one of the following actions.

Á A minor problem will be treated by the classroom teacher or assistant and the parent(s) will be notified accordingly.

Á If the matter is not deemed serious but should receive attention, the parent(s) will be notified immediately and asked to remove their child for treatment under their guidance.

Á If a serious accident occurs, it is the teacher's responsibility to ensure that child receives medical attention as soon as possible by calling 911 and then the parents will be immediately contacted. The parent shall assume all attendance costs.

All serious accidents will be recorded on an accident report form filled out by the teacher, that day. This form will then be signed by the teacher, director and parent; a copy will be given to the parent, the original will be filed with the child's registration form and the licensing staff will be notified immediately.

### **Communicable Disease**

If the teacher knows or has reason to believe that a child may be suffering from a communicable disease the child will be moved as far away from the other children as possible but still remain supervised by staff until their parent / guardian arrives to pick them up. A parent or emergency contact will be required to pick up their child immediately and the child will be asked to stay home until a doctor's note gives them permission to return. All other parents will be notified of the illness. We also ask that parents of any child, who becomes ill with a communicable disease after school hours, contact the school as soon as possible so other families can be notified.

### **Emergency Procedures**

A list of all emergency numbers will be clearly posted in our classroom so they are easily accessible. These numbers will include:

- a. Emergency medical services
- b. Ambulance service
- c. Fire department
- d. Police Service
- e. Poison Control Centre
- f. Nearest Hospital or emergency medical facility
- g. Child abuse hotline

This document will also have our school's complete address posted on it.

Emergency evacuations (i.e. fire drills and lock downs) will be discussed and practiced with the children on a monthly basis. Parents will be notified of these upcoming drills in our weekly updates.

### **Smoking**

Smoking is prohibited on the premises of Bright Stars Preschool or any place where child care is being provided, including school outing and on the playground.

## **Nutrition**

Please sign up to bring in snack for your child's class once every 2 months. Snacks will follow the Canada Food Guide and each snack should include snacks from two food groups. Snacks will be served approximately half way through the class. Water will be served whenever a child is thirsty or they may bring their own water bottle. There are 20 children in our 3 year old classes and 24 in our 4 year old classes.

Emergency procedures are outlined in our parent handbook for all staff, parents and volunteers to refer to. Emergency evacuations (i.e. fire drills and lock downs) will be discussed and practiced with the children on a monthly basis. Parents will be notified of these upcoming drills in our monthly calendars. The portable record will be used for these drills and attendance will be taken.

## **Communication to Parents**

A weekly update ("A Week at a Glance") will be emailed out, outlining the themes, songs, books and activities your child has participated in that week. Please take the time to discuss these with your child. In addition our monthly newsletter will be emailed home, which highlights the theme we are working on, new concepts being introduced and special events.

**Thank you for taking the time to read our Parent Handbook. Should you have any further questions or concerns, please do not hesitate to contact Kaili Parkinson at (403)465-0311 or [kailiparkinson@gmail.com](mailto:kailiparkinson@gmail.com)**

**Bright Stars Preschool**

Please sign below to acknowledge you have read the parent handbook including the sections on child discipline, illness, medication and accidents. Please return this page to your child's teacher by the end of September.

Child's Name: \_\_\_\_\_

Parent Signature : \_\_\_\_\_ Date: \_\_\_\_\_